Scholarship Thank You Letters

As indicated in your award letter, Wayne State University School of Medicine requests that scholarship recipients write a thank you letter to the donors associated with the scholarship.

When you write your thank you letter, it is important to remember that you are representing yourself as well as the WSU community. You should also know that the recipient of your thank you will appreciate the time and effort it took to produce an attractive, well-written letter. Thank you for taking the time to do this well.

Thank You Letter Guidelines
• Typed letters are best, but if your penmanship is neat, you may hand-write your letter.
• Use quality paper or stationary. Think résumé-quality paper.
• Be sincere. Briefly tell your scholarship donor why the aid you are receiving is important to you and/or your family.
• Express gratitude. Use the words thank you.
• Tell the donor about your achievements, your major and why you chose Wayne State University School of Medicine.
• Be accurate. We all occasionally make errors. Have someone you trust check your letter for correct spelling and grammar.

Please send your thank you letter to the Wayne State University School of Medicine, Development and Alumni Affairs Office.

Wayne State University School of Medicine
Development and Alumni Affairs
Attn: Donor Stewardship
540 E. Canfield
1369 Scott Hall
Detroit, MI 48201

(over)
This is what your letter should look like:

Today's Date

Your Name

**Name of scholarship donor representative:**
C/O Wayne State University School of Medicine

**Dear donor representative,**

[Paragraph 1]
Start by thanking the donor for your scholarship. Name the scholarship. Let your donor know how grateful you are to receive their support and how the scholarship is helping you.

[Paragraph 2]
In this paragraph, you should tell the donor about yourself. For example, where you are from, a little about your educational background before entering WSU SOM, and some activities you are currently involved in.

[Paragraph 3]
Next, you should tell the donor why you chose WSU SOM, why you chose medicine and what your plans are for the future. For example: employment goals & plans, special opportunities, medical specialty (if known) and long-range career goals.

[Closing paragraph]
Then thank the donor again, letting them know how much the scholarship is valued.

Sincerely,

Your Signature

Your Typed Name